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# Request for Proposals

## Construct and Operate Recycling Transfer Station

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**Date:** October 29, 2014

**Project Location:** City of Columbus, Indiana

**Response Due Date and Time:** November 25, 2014, no later than 9:00 a.m. Eastern

The City of Columbus, Indiana ("the City") is requesting proposals from qualified vendors for the construction of a Recycling Transfer Station. This Request for Proposals (RFP) provides the project service requirements, submittal requirements, and other relevant information.

The City of Columbus covers roughly 28 square miles in southeastern Indiana with a population of 45,000 residents. Currently, the City's sanitation services operate five days each week to accommodate 15,706 residences along four automated collection routes. For more information about our community please visit the City of Columbus website at [www.columbus.in.gov](http://www.columbus.in.gov).

### Service Requirements

The City is requesting proposals for the construction and operation of a recycling transfer station with the purpose to provide for the transport, transfer and disposal of recyclable waste collected by the City, commencing January 1, 2015 for a period of 3 years. The agreement may be extended for seven years upon City's request for a total term not to exceed ten years. The proposal will include the following components:

- Recycling Transfer Station must be located within a 10-mile radius of the City of Columbus.
- Receiving and weighing loads delivered by the City's Sanitation Department.
- Providing for the prompt unloading of recyclable materials from City Collection Vehicles; Operator shall provide for unloading of recycling trucks within fifteen (15) minutes after the time posted on the scale house weight ticket.
- Operator's facility shall be able to accommodate an unloading tipping height of the City Collection Vehicles of a minimum of 28 feet.
- Operator's facility shall be able to handle delivery of comingled recyclable goods. Recyclables to be collected are as follows: 1-7 plastics; All glass; Paper; Cardboard; Tin cans; Aluminum.

- Hours of operation shall at a minimum coincide with the City's service schedule. Hours of operation are as follows: Monday-Friday from 7:30am-4:30pm. Saturday's from 7:30am-4:00pm.

## **No Guarantee of Tonnage**

The City makes no guarantee of the tonnage to be delivered under this Agreement and will not allow this Agreement to create limits on the City's recycling activities. For the purposes of this Agreement, the City agrees it will deliver to the selected contractor all of the recycled materials collected by the City's curbside residential recycling collection operation whatever amount that may be.

## **Proposal Submittal Requirements**

Respondents shall submit five sealed copies of their proposal by the date and time included in this RFP. The outside of the envelope should clearly be marked with "Recycling Transfer Station RFP." Proposals shall be limited to a maximum of 20 pages – 8½ x 11 inches, single-sided (or ten such pages double-sided). The limit of 20 pages does not include the transmittal letter, proposal cover, or section dividers. Transmittal letters are not to exceed one page in length. Interested respondents are encouraged to team with other firms as necessary to fulfill the requirements of the project. Submitted proposals should include the following items:

- *Company Information* – Provide the name of the company, its address and contact information, and the location of the office from which the work will be completed. If sub consultants will be used, please include the same information for all teaming partners as well as the percentage of work to be completed by each firm.
- *Qualifications* – Provide the qualifications of the vendor and the staff members who will be assigned to this project. Please do not include information for staff who will not regularly participate in this project.
- *Experience* – Provide relevant project experience, including project descriptions. Please list the reference person and contact information for each project.
- *Project Approach* – Demonstrate the vendor understanding of, and approach to, the project. This should include a list of actions to be taken, and/or resources used, to complete the project. Also included should be a description of project deliverables. This should also include any fees or reimbursements associated with the collection of the recyclable materials
- *Schedule* – Provide a general project schedule that is consistent with the proposed project approach. The schedule should identify key project milestones and deliverables.

- *References* – Please provide three references for similar projects.

**Submit to:**

City of Columbus  
Clerk-Treasurer's Office  
City Hall  
123 Washington Street  
Columbus, Indiana 47201

**Submit by:**

9:00 a.m. Eastern on November 25, 2014

**Contact for Questions:**

Bryan Burton  
Telephone: (812) 376-2509  
Email: bryanburton@columbus.in.gov

## **Selection Process**

The vendor shall be selected based on the following criteria:

- The ability to provide the requested services;
- Demonstrated qualifications and experience of the firm;
- Proposed project approach which shall include any fees or reimbursements associated with the collection of the recyclable materials;
- Quality of references.

The City of Columbus may select the bid that demonstrates the “best value” in meeting the objectives of the RFP rather than selecting the lowest cost bidder.

## **Other Information**

The sealed proposals received prior to 9:00 a.m. on November 25, 2014 will be opened publicly on November 25, 2014 as part of a regular Board of Public Works and Safety meeting, which commences at 10:00 a.m. Only the names of the companies responding will be disclosed so as to avoid disclosure of contents to competing bidders during the evaluation and negotiation process. All documents submitted as part of the bidder's proposal will be deemed confidential during the evaluation process. Bidder

proposals will not be available for review by anyone other than the evaluation team or its designated agents.

The awarding agency reserves the right to reject any and all proposals, to award the contract to other than the lowest proposal, to negotiate the terms and conditions of all and/or any part of the proposals, and, in general, to make the award in the manner as determined to be in their best interest and its sole discretion.

The awarding agency is not responsible for any costs or expenses incurred in preparing and submitting information in response to this RFP.

All material submitted will become the property of the awarding agency.

Late proposals, and faxed or e-mailed proposals, will not be accepted.

The awarding agency or its designee may request, after the submission date, additional information or written clarification of a proposal. However, proposals may not be amended after the submission date unless permitted by the awarding agency.